

ACCESS ~~to~~ CAPITAL & CERTIFICATION EXPO

Tuesday, May 2nd, 8:00 am – 1:00 pm

Los Angeles Trade-Technical College

400 W Washington Blvd., Los Angeles, CA 90015

ON-SITE LABAVN REGISTRATION WORKSHOP PREPARATION CHECKLIST

Please have these documents on hand for our on-site LABAVN registration:

- ☐ Your business's active email address
- ☐ Your business's correct business name and dba names (if applicable)
- ☐ Your business's active Business Tax Registration Certificate (BTRC)
 - If you do not currently have a BTRC, you may obtain one online through the Office of Finance.
 - Please visit this website for assistance with obtaining your BTRC:
https://latax.lacity.org/oofweb/eappreg/eappreg_criteria.cfm
 - Once you have finished registering your business, you will be issued a BTRC account number. Please write down that number or print out your registration confirmation and bring it with you to the workshop.
- ☐ Your business's Federal Employer Identification Number or your Federal Tax Identification Number
 - This number can be found on most tax returns. Look to your most recently filed income tax return if you do not know your Federal Employer Identification Number or your Federal Tax Identification Number.
 - If your business is a Sole Proprietorship, you *may* use your personal Social Security Number in lieu of a Federal Tax ID; **however**, please do **NOT** enter your personal Social Security Number into LABAVN. You will simply have to indicate that your business is a Sole Proprietorship during LABAVN registration.
- ☐ Your business's NAICS codes
 - What are NAICS codes?
 - The *U.S. Small Business Administration* defines NAICS codes as industry codes that define establishments based on the activities in which they are primarily engaged.
 - If you do not know your NAICS codes, please visit this website:
<https://www.census.gov/eos/www/naics/>
 - Once you have your NAICS codes, please write them down and bring them with you to the workshop.

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This is an **optional** worksheet that you may complete for extra preparation. Please fill this out and bring it with you to our on-site LABAVN registration workshop.

Business Name: _____

DBA (if applicable): _____

Business Email Address: _____

Business Tax Registration Certificate (BTRC) number: _____

Federal Employer Identification Number

OR Federal Tax Identification Number : _____

NAICS Codes (please visit <https://www.census.gov/eos/www/naics/> for NAICS Codes assistance):

[illegible]